

M e m o r a n d u m

Date: January 8, 2010

To: Fort Tejon Area

Attention: Lieutenant J. R. Odom

From: **DEPARTMENT OF CALIFORNIA HIGHWAY PATROL**
Office of the Assistant Commissioner, Inspector General

File No.: 005.9968.A07146.010

Subject: 2009 COMMAND PROPERTY INSPECTION REPORT

State Administrative Manual (SAM) Section 8652 requires Departments to conduct a physical count of all state owned property and reconcile the count with accounting records at least once every three years. Departmental records indicate the last command inventory by the Fort Tejon Area was conducted on November 29, 2009. In order to provide independent verification and reasonable assurance to the Office of the Commissioner that California Highway Patrol (CHP) inventory records are complete and accurate, your command was selected for a property inspection.

In accordance with procedures outlined in Highway Patrol Manual (HPM) 11.2, Materials Management Manual, and HPM 22.1, Command Inspections Program Manual, an inspection of your command's property, including vehicles and weapons, was completed by the Property Inspector (PI) on November 18, 2009. Using property records from the appropriate Offices of Primary Interest (OPI), the PI selected a random statistically-valid sample of property that was stratified across four property areas: general inventory control, telecommunications, fleet, and weapons (see Attachments B, C, D, and E). Additionally, the PI chose items within your command and compared them to the appropriate inventory records.

According to the OPI inventory lists, the command had a total property inventory population of 372 items (a). The statistically-valid sample at a 95 percent confidence level \pm 5 percent error rate provided a total stratified sample size of 55 items when rounded up to the next whole number (d).

Safety, Service, and Security

	Population Size	Percentage of Total	Calculated Sample Size	Predetermined List Sample Size
	(a)	(b)	(c)	(d)
ICU Decals	157	42.20%	22.37	23
Telecommunications	123	33.07%	17.53	18
Fleet	17	4.57%	2.42	3
Weapons	75	20.16%	10.68	11
Total	372			55

When comparing equipment recorded on the predetermined property inspection list to equipment located at the command, 52 of the 55 items were located. One item was unavailable due to the employee being off-site; one item (Telephone System) was previously missing since 1998; and one item (Mobile Repeater) could not be located. Furthermore, one of the 52 located items require a correction be made to the property record. The property inspection results of the equipment recorded on the predetermined property inventory list to equipment located at the command are summarized in Attachment A.

When comparing equipment assigned to the command to the OPI inventory lists, 92 of the 101 items reconciled. Three items were assigned to other commands; one item's tag number has been removed from the property record system; and five items require a correction to the property record. The property inspection results of equipment located at the command to the OPI inventory list are summarized in Attachment A.

I request your command research and investigate all discrepancies in accordance with departmental procedures outlined in HPM 11.2, Materials Management Manual, Chapter 8, Equipment, and work with the appropriate OPI(s) to rectify any variances. A Physical Inventory Adjustment Request, CHP 24, must be completed to adjust the inventory records. In order to verify that the above listed discrepancies have been rectified, please submit a memorandum to the Office of Inspections through your respective Division by April 8, 2010.

Furthermore, in accordance with the Governor's Executive Order S-20-09 to increase government transparency, this report will be posted on the CHP's internet website, and on the Office of the Governor's webpage, located on the State's Government website.

Fort Tejon Area
Page 3
January 8, 2010

The Office of Inspections would like to thank your command for their assistance during this property inspection. If you have any questions or need additional information, please contact me or Roger Ikemoto, Senior Management Auditor at (916) 843-3160.


M. C. A. SANTIAGO, CIG
Assistant Commissioner

Attachments

cc: Office of the Assistant Commissioner, Field
Central Division
Fiscal Management Section
Telecommunications Section
Office of Inspections, Audits Unit

ATTACHMENT A

**CALIFORNIA HIGHWAY PATROL
OFFICE OF INSPECTIONS, AUDIT UNIT
PROPERTY INSPECTION DISCREPANCY REPORT
Fort Tejon Area - 430
November 18, 2009**

ATTACHMENT A

EQUIPMENT DESCRIPTION	CHP NUMBER	LISTED ON PROPERTY RECORD BUT NOT FOUND	FOUND BUT NOT LISTED ON PROPERTY RECORD	MISSING DECAL OR CORRECTION NEEDED TO PROPERTY RECORD	TRANSFER	NOT AVAILABLE FOR INSPECTION	COMMENTS
CAMERA	138097					X	Item unavailable during inspection, employee off-site for training.
SWITCH	130600		X				Item located on-site in radio room. Database lists item at 041LW/Information Technology Section.
LIDAR	162472		X				Item located on-site in Area, RPS receipt attached.
Telephone System	R40341	X					Item missing since 1998, quarterly memorandum attached.
Mobile Repeater	R47298					X	Item missing during inspection. Area to confirm with local Repair Technician to see if the item was used by another command.
Mobile Repeater	R47436			X			Item located in vehicle 1270559.
Mobile Radio	R41692			X			Item removed from vehicle and located on shelf in Automotive office.
Mobile Repeater	R44395			X			Item located in vehicle 1248535.
Mobile Repeater	R46229			X			Item located in vehicle 1240058.
Control Head - Mobile	R78474			X			Item located in vehicle 1270501.
Control Head - Mobile	R98429			X			Item removed from vehicle and located on shelf in Automotive office.
Scanner	R39361		X				Item located on-site. Asset number has been removed from the Oracle database. New asset number required.
Mobile Repeater	R47011		X				Item located in vehicle 1270631. Database lists item at 540/Newhall Area.

ATTACHMENT B

**CALIFORNIA HIGHWAY PATROL
2009 ICU PROPERTY RECORD INSPECTION REPORT
Fort Tejon Area - 430**

ATTACHMENT B

ASSET #	DESCRIPTION	SERIAL #	Y	N	A	T	C	OTHER
PROPERTY INSPECTION LIST TO EQUIPMENT								
1	105881	PRINTER/FOR PAS DEVICE	939950045	X				
2	111031	RECORDER PLAYER CASSETTE	GG80095149	X				
3	115714	RADAR, VEHICLE	043199	X				
4	115718	RADAR, VEHICLE	043307	X				
5	131496	RADAR VEHICLE MOUNTED		X				
6	133901	FAX MACHINE	U60298B5J219993	X				
7	134411	FILE SERVER	D351LJC1H350	X				
8	138096	CAMERA	0504604	X				
9	138097	CAMERA	KCS2U3K1CJDD		X			Item unavailable during inspection, employee off-site for training.
10	145769	LAPTOP	0036924529	X				
11	145772	LAPTOP	0036924474	X				
12	145773	LAPTOP	0036924502	X				
13	146207	DIGITAL CAMERA		X				
14	147473	LAPTOP	0037134848	X				
15	149542	COMPUTER	2UA71605VM	X				
16	153277	BREATH ANALYZER SYSTEM PAS DEVICE	90102777-82	X				
17	153280	BREATH ANALYZER SYSTEM PAS DEVICE	90102952-82	X				
18	153281	BREATH ANALYZER SYSTEM PAS DEVICE	90102897-82	X				
19	153285	BREATH ANALYZER SYSTEM PAS DEVICE	90102820-82	X				
20	153287	BREATH ANALYZER SYSTEM PAS DEVICE	90102946-82	X				
21	159939	LIDAR SPEED ENFORCEMENT SYSTEM	TS000548	X				
22	160492	COMPUTER	MXL8231BBR	X				
23	87505	AIR COMPRESSOR	R15-81341	X				

LEGEND

(Y) = INSPECTED (N) = NOT INSPECTED (A) = ADDITION (T) = TRANSFER (C) = CORRECTION

**CALIFORNIA HIGHWAY PATROL
2009 ICU PROPERTY RECORD INSPECTION REPORT
Fort Tejon Area - 430**

ATTACHMENT B

ASSET #	DESCRIPTION	SERIAL #	Y	N	A	T	C	OTHER
EQUIPMENT TO INVENTORY LIST								
1 103428	RADAR MOUNTED UNITS STALKER P047139	DC9506	X					
2 110643	RADAR TRAFFIC MOUNTED	040633	X					
3 115717	RADAR, VEHICLE	043291	X					
4 120088	RADAR HANDHELD	GVP02853	X					
5 120679	PRINTER	USBB405531	X					
6 122051	PRINTER	JPBTM00821	X					
7 131495	RADAR VEHICLE MOUNTED		X					
8 137605	HAND HELD RADAR UNIT	AS001512	X					
9 139483	PRINTER	CNGXH01061	X					
10 140025	PRINTER OFFICEJET 7410	MY62KP70MP	X					
11 140031	PRINTER COLOR LASERJET 3000N	CNJBL06719	X					
12 140452	COMPUTER	2UA62610RZ	X					
13 145768	LAPTOP	0036924399	X					
14 145770	LAPTOP	0036924396	X					
15 145771	LAPTOP	0036924457	X					
16 145775	LAPTOP	0036924486	X					
17 145779	LAPTOP	0036924464	X					
18 145780	LAPTOP	0036924460	X					
19 147674	LAPTOP	0037134909	X					
20 148212	LAPTOP	0037263857	X					
21 148216	LAPTOP	0037263775	X					
22 149541	COMPUTER	2UA7100SSY	X					
23 149544	COMPUTER	2UA7100SYP	X					

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**CALIFORNIA HIGHWAY PATROL
2009 ICU PROPERTY RECORD INSPECTION REPORT
Fort Tejon Area - 430**

ATTACHMENT B

ASSET #	DESCRIPTION	SERIAL #	Y	N	A	T	C	OTHER
24 149545	COMPUTER	2UA7100SX9	X					
25 149546	COMPUTER	2UA7100T0C	X					
26 149548	COMPUTER	2UA7100SVH	X					
27 149549	COMPUTER	2UA7100SSL	X					
28 149776	PRINTER LASERJET	CNRXR03163	X					
29 159940	LIDAR SPEED ENFORCEMENT SYSTEM	TS000549	X					
30 160130	PRINTER	CNBC83V02B	X					
31 160493	COMPUTER	MXL8231B3H	X					
32 165390	COMPUTER	MXL8360KVG	X					
33 80131	CAMERA SURE SHOT SUPREME 35MM	1984589	X					
34 94794	SCALES ELECTRONIC P032085	1353	X					
35 AF01888	SCANNER 7400C #040D2001	CN18JS0033	X					
EQUIPMENT LOCATED ON-SITE (NOT LISTED ON COMMAND PROPERTY LIST)								
36 130600	SWITCH				X			Item located on-site in radio room. Database lists item at 041LW/Information Technology Section.
37 162472	LIDAR				X			Item located on-site in Area, RPS receipt attached.

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ATTACHMENT C

**CALIFORNIA HIGHWAY PATROL
2009 TELECOMMUNICATIONS PROPERTY INSPECTION REPORT
Fort Tejon Area - 430**

ATTACHMENT C

ASSET #	DESCRIPTION	VEHICLE/MISC.	VEHICLE/MISC.	SERIAL #	Y	N	A	T	C	OTHER
PROPERTY INSPECTION LIST TO EQUIPMENT										
1	F2195	Transfer Switch		16497	X					
2	F2765	Propane Tank		Q0232535	X					
3	R40341	Telephone System	WAS 430	PER 98 INV			X			Item missing since 1998, quarterly memorandum attached.
4	R42421	Mobile Radio	1270962	9541365	X					
5	R42600	Mobile Radio	1248535	9541366	X					
6	R43258	Mobile Radio	1270692	9541746	X					
7	R44920	Mobile Repeater	1240133	7611231	X					
8	R45173	Mobile Repeater	1270501	7625831	X					
9	R47298	Mobile Repeater					X			Item missing during inspection. Area to confirm with local Repair Technician to see if the item was used by another command.
10	R47436	Mobile Repeater	spare		X					X Item located in vehicle 1270559.
11	R67191	Hand-Held Radio	16052	402AXA3884	X					
12	R67528	Hand-Held Radio	10795	402AXA4385	X					
13	R70985	Battery Charger - Radio			X					
14	R70987	Battery Charger - Radio			X					
15	R71631	Analyzer/Conditioner - Radio			X					
16	R77091	Control Head - Mobile	1270692		X					
17	R80886	Scanner	1270692	75005609	X					
18	R82122	Announcer - Telephone		announcer	38477	X				

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**CALIFORNIA HIGHWAY PATROL
2009 TELECOMMUNICATIONS PROPERTY INSPECTION REPORT
Fort Tejon Area - 430**

ATTACHMENT C

	ASSET #	DESCRIPTION	VEHICLE/MISC.	VEHICLE/MISC.	SERIAL #	Y	N	A	T	C	OTHER
EQUIPMENT TO INVENTORY LIST											
1	F2186	Generator			995595	X					
2	F2795	Propane Tank			21435	X					
3	R33729	Base Station - rack type			335147	X					
4	R40911	Mobile Radio	1270631		9523383	X					
5	R41087	Mobile Radio	1240058		9523457	X					
6	R41173	Mobile Radio	1240133		9523018	X					
7	R41692	Mobile Radio	1240019		9540384	X					Item removed from vehicle and located on shelf in X Automotive office.
8	R41748	Mobile Radio	1270501		9540529	X					
9	R42614	Mobile Radio	spare		9541172	X					
10	R44259	Mobile Radio	1270559		9542407	X					
11	R44395	Mobile Repeater	1240019		7545690	X					X Item located in vehicle 1248535.
12	R44764	Mobile Repeater			7615748	X					
13	R45122	Mobile Repeater	1270962		7625764	X					
14	R46229	Mobile Repeater				X					X Item located in vehicle 1240058.
15	R47115	Mobile Repeater	1270692			X					
16	R50076	Scanner	1240058		5001146	X					
17	R55915	Scanner	1270962		55002455	X					
18	R57476	Control Head - Mobile	1240058			X					
19	R57570	Control Head - Mobile	1270962			X					
20	R67706	Hand-Held Radio	12228		402AXA4651	X					
21	R70983	Battery Charger - Radio				X					
22	R70984	Battery Charger - Radio				X					
23	R71811	Battery Charger - Radio				X					

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**CALIFORNIA HIGHWAY PATROL
2009 TELECOMMUNICATIONS PROPERTY INSPECTION REPORT
Fort Tejon Area - 430**

ATTACHMENT C

ASSET #	DESCRIPTION	VEHICLE/MISC.	VEHICLE/MISC.	SERIAL #	Y	N	A	T	C	OTHER
24	R75899	Control Head - Mobile	1270631		X					
25	R78474	Control Head - Mobile	spare		X				X	Item located in vehicle 1270501.
26	R80061	Control Head - Mobile	1248535		X					
27	R80913	Scanner	1248535	95000405	X					
28	R81091	Scanner	1288912	96001101	X					
29	R85351	Control Head - Mobile	1270559		X					
30	R85761	Citizen Band Radio	1104110	C2201F	06023977	X				
31	R89239	Scanner	Special	Duty Ofc.	A04028	X				
32	R93778	Scanner	1270559	320Z44000912	X					
33	R94949	Remote Console			X					
34	R98429	Control Head - Mobile	1221980		X				X	Item removed from vehicle and located on shelf in Automotive office.
35	R98553	Control Head - Mobile	1240133		X					
EQUIPMENT LOCATED ON-SITE (NOT LISTED ON COMMAND PROPERTY LIST)										
36	R39361	Scanner					X			Item located on-site. Asset number has been removed from the Oracle database. New asset number required.
37	R47011	Mobile Repeater					X			Item located in vehicle 1270631. Database lists item at 540/Newhall Area.

LEGEND

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ATTACHMENT D

STATION	EQUIPMENT ID	LICENSE	DESCRIPTION	YEAR	MAKE	MODEL	PM LOC
430	Y 1240058	1240058	ENFORCEMENT SEDAN	2006	FOR	CRNVIC	430
430	1240133	1240133	ENFORCEMENT SEDAN	2007	FOR	CRNVIC	430
430	1240210	1240210	ENFORCEMENT SEDAN	2007	FOR	CRNVIC	430
430	1248535	1248535 Y	ENFORCEMENT SEDAN	2009	FOR	CRNVIC	430
430	1270501	1270501	ENFORCEMENT SEDAN	2008	FOR	CRNVIC	430
430	1270559	1270559 Y	ENFORCEMENT SEDAN	2008	FOR	CRNVIC	430
430	Y 1270631	1270631	ENFORCEMENT SEDAN	2008	FOR	CRNVIC	430
430	1270692	1270692	ENFORCEMENT SEDAN	2008	FOR	CRNVIC	430
430	1270717	1270717 Y	ENFORCEMENT SEDAN	2008	FOR	CRNVIC	430
430	Y 1270962	1270962	PRIMARY COLLISION FACTOR	2008	FOR	CRNVIC	430
430	1288857	1288857	PRIMARY COLLISION FACTOR	2008	FOR	CRNVIC	430
430	1288912	1288912 Y	ENFORCEMENT SEDAN	2009	FOR	CRNVIC	430
430	3QPD929	6AVK812 Y	COMMANDER VEHICLES	2007	DOD	CHARGER	430
430	C2201F	1104110 Y	ALL TERRAIN MARKED	2001	FOR	EXPED4X	430
430	C2396F	1137347	ALL TERRAIN MARKED	2002	CHE	TAHOE	430
430	C2912P	1223843	TOWING VEHICLES	2007	FOR	RANGER	430
430	T271	1104075	TRAILERS	2001	UST	RADAR TRLR	430

Page Number: 1

If any vehicles have been transferred - attach CHP 57 form(s)

VERIFIED BY: _____

DATE: _____

COMMANDERS SIGNATURE : _____

LEGEND

(Y) = INSPECTED (N) = NOT INSPECTED (A) = ADDITION (T) = TRANSFER (C) = CORRECTION

ATTACHMENT E

Officer Issued Weapons

ID# Last Name

First Name

Ser#Control#Comments

Issued to officer:

ID# Last Name

First Name

Ser#Control#Comments

(Y) = INSPECTED (N) = NOT INSPECTED (A) = ADDITION (T) = TRANSFER (C) = CORRECTION

Department of California Highway Patrol
Complete Area Inventory
430 - Fort Tejon

October 13, 2009

[REDACTED]

Issued to officer: [REDACTED]

Issued to officer

ID# Last Name

First Name

Ser#

Control#

Comments

[REDACTED]

Issued to officer: [REDACTED]

Officer Issued Weapons Total: [REDACTED]

Area Issued Weapons

Ser#

Control#

Comments

[REDACTED]

[REDACTED]

[REDACTED]

Issued to Area/Division

Ser#

Control#

Comments

[REDACTED]

[REDACTED]

430 - Fort Tejon

100 Fort Rejon

October 13, 2009

[REDACTED]	Y	
[REDACTED]		
[REDACTED]		
[REDACTED]	Y	
[REDACTED]	Y	
[REDACTED]	Y	
[REDACTED]	Y	
[REDACTED]		
[REDACTED]	Y	
Y [REDACTED]		
[REDACTED]	Y	
[REDACTED]	Y	
[REDACTED]		
Y [REDACTED]		

Ser# Control#

SECRET

Ser# Control#

[REDACTED]

Ser# Control#

Complete Area Inventory

430 - Fort Tejon

October 13, 2009

Issued to Area/Division: [REDACTED]

[REDACTED]

Issued to Area/Division

Ser#

Control#

Comments

[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]

Issued to Area/Division: [REDACTED]

[REDACTED]

[REDACTED]

Issued to Area/Division

Ser#

Control#

Comments

[REDACTED]
[REDACTED]
[REDACTED]

Issued to Area/Division: [REDACTED]

[REDACTED]

Area Issued Weapons Total: [REDACTED]

Area Grand Total: [REDACTED]

Item Number

Look up by

☒ Tag # ☐ Serial #

Look up

Asset Information

Asset # 130600

SN JMX0724L2QT

Model # 2610XM

Description ROUTER

Vendor Name DVBE TECH. INC.

Warranty End 24-JUL-2004

Asset Key ROUTER.2610XM.NONE

Location 041.00.00.LW

Vehicle #

Assigned to Vehicle LC#

11/18/09

located in Radio Room.

SER# LP 03483

CHP# 162472



June 25, 2009

To: Area 430 RADAR Coordinator

Enclosed are 1 new binocular-style Kustom Signals "Pro-Lite+" lidar unit(s) which are being assigned to your Area as determined by your Division.

Because this is new equipment, a credit memo is not included, nor is one required. Inventory Control will assign these new devices to your Area inventory once Research and Planning Section (RPS) provides them with the master distribution list. If you would like an itemized listing of the devices being assigned to your area, including serial numbers and property tag numbers, please notify RPS via email to 'RADAR.' If for some reason you do not want these devices, please notify RPS immediately so that we can attempt to reassign the device(s) within your Division.

There are some operational differences between this Kustom Signals Pro-Lite model and the prior two models purchased, the Laser Technology UltraLyte 200LR and the TruSpeed:

- Measurements are point to point straight-line only, and rounded to the tenth of a foot.
- The default minimum measurement distance is set to 50 feet, but can be changed to 10 feet.
- There are two modes, 'speed and distance' which only gives a measurement and speed reading in the presence of a moving target, or 'distance' which measures straight-line point to point only.

Due to the lack of a hard plastic mounting surface on these units, the CHP property tag has been placed partially over the serial number tag. As a precautionary measure, the property tag number has also been hand written on the battery well cover. Please emphasize to officers in your area that it is very important the property tag number remain legible. Prior to using these devices in the field, please ensure that the original IACP lab certificate and CD owner's manual are removed from the box and are placed in the radar/lidar history file for later court use. If any units are defective, please notify RPS via email to "RADAR" immediately.

If you have any questions, please contact us in the RPS Traffic Radar and Alcohol Programs Unit by email to "RADAR" or call us at (916) 657-7237.

Thank you,

George MacDougall
Officer Brent McElmurry
Officer Mike Brush
Sergeant Kevin Davis

Research and Planning Section
Traffic Radar and Alcohol Programs Unit

Item Number**Look up by****Tag # Serial #**

Look up

Asset Information**Asset #** 162472**SN****Model #** PRO LITE+,#1780**Description** LIDAR UNIT, BINOCULAR STYLE HAND-HELD W/SOFT CASE**Vendor Name** COP SHOP INSTALLATIONS**Warranty End****Asset Key** LIDAR UNIT, BINOCULAR STYLE HAND-HELD W/SOFT CASE.PRO
LITE+,#1780.NONE**Location** 051.00.00.0**Vehicle #****Assigned to Vehicle****LC#**

11/18/09

located on-site in area.

Memorandum

Date: September 11, 2009

To: Central Division

From: **DEPARTMENT OF CALIFORNIA HIGHWAY PATROL**
Fort Tejon Area

File No.: 430.9279.9279

Subject: RECONCILIATION OF MISSING TELECOMMUNICATIONS ITEMS

Fort Tejon Area has completed its quarterly reconciliation of missing telecommunications equipment, as directed by Assistant Commissioner, Field, for the third quarter of 2009. None of the items listed on the printout have been located. Fort Tejon Area will continue to search for these missing items and provide quarterly updates to Central Division. Telecommunications Section will be notified if any missing items are located. Please feel free to contact Officer Ruben Soliz at (661) 248-6655 should you have any questions.



J. R. ODOM, Lieutenant
Commander

Attachments

Safety, Service, and Security

Item Number

Look up by

☒ Tag # ☐ Serial #

Look up

Asset Information

Asset # R47011

SN 7773761

Model # RVR16HP

Description MOBILE RADIO REPEATER

Vendor Name

Warranty End

Asset Key MOBILE RADIO REPEATER.RVR16HP.NONE

Location 540.00.00.0

Vehicle #

Assigned to Vehicle LC# 1270390

FORT TEJON - 430

11/18/09

located in vehicle 1270631.